

BY ORDER OF THE COMMANDER



SAFB INSTRUCTION 65-601

10 March 2000

Financial Management

BUDGET REVIEW COMMITTEE

COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY

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OPR: 82 CPTS/FMA (Capt Jeffery S. Bell)
Supersedes SAFB Regulation 170-1, 1 Oct 94

Approved by: Lt Col Roy J. Sanders
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AETC/FMA

This instruction establishes a Financial Management Board (FMB) and a Financial Working Group (FWG) in accordance with AFI 65-601V2, for the purpose of developing, justifying and reviewing operating budgets and financial plans. This instruction applies to all organizations, detachments, and tenant units assigned to Sheppard Air Force Base.

SUMMARY OF CHANGES

Revisions to this instruction include series changing AFM 172-1 to AFI 65-601V2. Additional changes are: Chief, Financial Analysis to Flight Commander, Financial Analysis; change to subparagraph 2.3 (2) from *consolidates these plans* to *consolidates organizational inputs*; adding subparagraph 2.4 and revising paragraph 3. A star (★) before an entry indicates revisions.

1. Membership:

1.1 The FMB membership, as a minimum, consist of the following:

- Commander or Vice Commander (Chairperson)
- 80th Flying Training Wing Commander
- 82d Training Group Commander
- 782d Training Group Commander
- 882d Training Group Commander
- 982d Training Group Commander
- 82d Logistics Group Commander
- 82d Medical Group Commander
- 82d Support Group Commander
- 82d Civil Engineer Squadron Commander (nonvoting)

82d Communications Squadron Commander (nonvoting)
Comptroller
Flight Commander, Financial Analysis (Recorder)(nonvoting)

1.2 The FWG membership, as a minimum, consists of Resource Advisors (RAs) appointed by the commander of each wing/group-level organization, tenants and other designated representatives from the following activities:

Flight Commander, Financial Analysis (Chairperson)
82d Training Wing Staff Agencies
82d Civil Engineer Squadron
82d Communications Squadron
Chief of Supply or Funds Manager (nonvoting)

2. Responsibilities:

2.1 The FMB:

- (1) Approves the proposed operating funds and financial plans.
- (2) Approves the initial distribution of the operating funds to the organizations.
- (3) Reviews the status and execution of operating budgets.
- (4) Approves reprogramming of funds between organizations and prioritizes unfunded requirements.
- (5) Acts upon recommendations of the FWG and assigns funding priorities within fund limitations.

2.2 The FWG:

- (1) Reviews program and cost factors, updates computation factors, makes prior year cost comparisons, evaluates performance against estimates periodically and submits a recommended operating budget to the FMB.
- (2) Makes recommendations regarding the funding or not funding of specific items or programs.
- (3) Reviews the financial position against established targets and makes recommendations to the FMB as required.
- (4) Ensures the justification in operating budget is factual and complete.

2.3 The Comptroller/Flight Commander, Financial Analysis:

- (1) Provides programming data and/or instructions for developing operating budgets.
- ★(2) Consolidates organizational inputs and submits them to the FWG and FMB for review and approval.
- (3) Presents data on financial status within approved programs as required.

(4) Provides initial Resource Management System (RMS) Training to Responsibility Center Managers (RCMs), Cost Center Managers (CCMs), and RAs. Organizational RAs are responsible for ensuring CCMs attend initial RMS training and provide any required continuation training.

★2.4 Organizations: Commanders of each two-digit RC/CC level organization are responsible for expending funds in accordance with approved programs and establishing management controls to prevent wasteful operating costs (i.e., civilian pay, TDY travel, contract services, supplies, equipment and utilities). The 82d Medical Group and the 882d Training Group funds are provided by the Defense Health Agency and monitored by HQ AETC/SG.

★3. **Meetings.** The FMB normally meets quarterly at the call of the chairperson. The FWG meets at least every three months or as called by the Flight Commander, Financial Analysis. The funding data under review is prepared by Financial Analysis and distributed to the committee members in advance of meetings when practical.

★4. **History of instruction:** Previously known as **SAFBR 170-1**, 1 Oct 94. The instruction was changed 10 Mar 99 to reflect current number.

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Commander